

Subject: ADMINISTRATIVE TIME OFF (ATO)

REFERENCES	SECTIONS
Administrative Orders	
Classification and Pay (C & P) Guide	
DGS Department Manual	
Executive Orders	
Hiring Process	
Human Resources Policy Memos	HR 98-03
Law & Regulation	GC 19844.5 & 19991.10 DPA 599.785.5
Memo of Understanding (MOU)	Applicable BU contract
Pay Scales	
Payroll Procedures Manual (PPM)	
Personnel Management Policy and Procedures Manual (PMPPM)	
Responsible Control Agency and Program	DPA
State Administrative Manual (SAM)	
Selection Manual	
SPB/DPA Policy Memos	
Other:	

Subject: Administrative Time Off (ATO)

Definition/Explanation:

Administrative Time Off (ATO), is paid time off granted to an employee typically for the benefit of the department. Normally administered by the DPA under GC 19815.4 and 19816, this authority has been delegated to the DGS to approve up to 20 working days of ATO on a case-by-case basis as approved by the DGS Director, deemed to be in the best interest of the State.

Policy:

The DGS may grant Administrative Time Off (ATO) (up to 20 working days) on a case-by-case basis as approved by the DGS Director, deemed to be in the best interest of the State.

Procedures:

a. In an emergency situation:

When the manager/supervisor believes it to be in the best interest, welfare and safety of other employee(s) on the job to remove an employee(s) from the workplace immediately, s/he should invoke ATO and then follow the non-emergency procedure outlined below under "d":

b. In a disaster situation (state of emergency):

According to California Code of Regulations 599.785.5, an employee may be granted a paid leave of absence of up to five working days by their appointing power when the employee works or resides in a county where a state of emergency has been proclaimed by the Governor and the appointing power determines that at least one of the following conditions exist:

1. The employee's normal place of business is closed temporarily, during the employee's normal work shift, due to the effects of the emergency.
2. The emergency effectively precludes the employee's ability to find reasonable routes of transportation from the employee's normal residence to the work place.
3. The emergency presents an immediate and grave peril to the employee's own safety, that of an employee's immediate family member, or the employee's principle residence.
4. The employee is actively involved in a formal, organized effort to protect the health and safety of the general public; such as, the employee is a member of the auxiliary fire or police department, bona fide emergency organization, or the employee is asked by local authorities to assist in sandbagging efforts.
5. The employee needs to take time off to apply for disaster assistance from the Federal Emergency Management Agency (FEMA) because the employee is unable to apply for assistance before or after the employee's normal work shift.

c. Conditions Necessary to Grant ATO:

1. The employee is pre-registered with, and providing volunteer services to a State agency carrying out its responsibilities under the Governor's Executive Order D-25-83.
2. The employees are required to notify their appointing power of their affiliation with the volunteer services.
3. Establish prior arrangements regarding the notification of the appointing power in the event the employee is asked to participate in the State disaster response.
4. The appointing power shall release the employee to provide volunteer service when an emergency occurs unless there is a critical departmental operating reason to prevent such a release.

d. In a non-emergency situation:

1. Supervisors and Managers wishing to utilize ATO as part of the remedy in settlement of an employee problem should obtain concurrence and authorization in accordance with their chain of command procedures.
2. The manager/supervisor should contact the Training and Performance Enhancement Section (TPES) analyst to obtain authorization to utilize ATO in accordance with their Office/Division's chain of command.

After notifying an employee in writing that ATO is being granted in the emergency, non-emergency, or disaster situation, supervisors and managers should immediately notify their respective Personnel Specialist via their Personnel Liaison.

Supervisors and managers are to keep a record of the ATO used by the employee(s) and submit PAL within twenty-four (24) hours of the employee's return or dismissal. The supervisor or manager should include an explanation as to why ATO was utilized and that it was approved. The document will be placed in the employee(s) Official Personnel Folder (OPF) to insure a proper history of the ATO.

If a supervisor has questions or needs interpretation relating to the bargaining unit contract, s/he should contact the Labor Relations Office.

Attachments: None